



<input type="checkbox"/> Commissioner	<input type="checkbox"/> Labor Relations/
<input type="checkbox"/> Diversity	<input type="checkbox"/> Total Compensation
<input type="checkbox"/> Communications	<input type="checkbox"/> Strategic Staffing
<input type="checkbox"/> Government Relations	<input type="checkbox"/> Information Systems
<input type="checkbox"/> Administrative Services	<input type="checkbox"/> SEMA4/WARE

200 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155-1603  
651.297.1184  
TTY651.282.2699  
www.doer.state.mn.us

DATE: September 11, 2002

**PERSL 1368**

TO: Agency Heads

Cc: Deputy Commissioners, HR Directors/Designees

FROM: Julien C. Carter  
Commissioner

RE: **Standard for Computer/Internet Access**

Computer applications that support employees (online payroll advice, open enrollment for insurance, timesheet/payroll entry and job search activities) are moving to a paperless, web-based environment. This has raised the question of what standard agencies will follow in providing employee access to human resource-related computer applications.

Two specific issues emerge: 1) how the State will provide employees who do not have computer access with the same information that is provided to those who have ready access to computers and 2) what standards will apply to the use of State equipment and time to review employment-related computer applications.

The Human Resource Director's Partnership [HRDP] established the following principles to consider when addressing these issues:

- Solutions should be developed at the agency level.
- Solutions should balance wise stewardship of public resources and the goal of becoming a desirable employer.
- Possible suggestions to assure computer and Internet access include:
  1. Desktop access
  2. Kiosks (kiosk can be a open workspace/office with available Internet access)
  3. Public Libraries
  4. Workforce Centers
  5. Other state agencies
  6. Other solutions developed by agencies represented in a particular county or city where no other solutions are found
- When computer applications are in the State's interest and where the amount of time expended is de minimis, use of state equipment and time should be considered incidental use.
- Employees should use paid and unpaid breaks to access these employment-related applications when the amount of time is more than minimal.
- Use of employee time and state equipment must not interfere with individual productivity.
- Supervisors are encouraged to make reasonable efforts to allow employees to travel to off-site locations, if necessary, so long as it does not interfere with *business, safety and staffing needs*. Such occasions should be rare and should only occur when an employee has no other access to the Internet.